

STATE = items required by the State of Hawaii | **HBR** = HBR membership/REALTOR® requirements

REGISTER AS A PRINCIPAL BROKER (PB) AND NEW OFFICE

- STATE** Submit Application for New Office with Business Registration:
<http://cca.hawaii.gov/breg>
- STATE** Submit Application for New Office with DCCA (Department of Commerce and Consumer Affairs): <http://cca.hawaii.gov/reb>
- HBR** Upon notification of DCCA approval, the Principal Broker (PB) can submit a membership application and payment to Honolulu Board of REALTORS® (HBR)/HiCentral MLS, Ltd.

WITHIN 30 DAYS

- HBR** PB should notify HBR within 30 days of the licensee becoming active with their firm. Per HBR Bylaws, Page 16, Article X - Dues and Assessments, each active licensee will be assessed dues and fees.
- HBR** **Notification of status changes:** If an agent in the firm has a status change (e.g., transferring to another firm, placing license inactive, name change, etc.) forward a copy of the DCCA Change Form to HBR at membership@hcentral.com and original to DCCA.
- HBR** PB is responsible for ensuring that new agents, upon joining HBR, submit their photo to HBR at customerservice@hcentral.com to have their SentiLock account activated.

WITHIN 90 DAYS OF NEW AGENT JOINING HBR

- HBR** PB is responsible to ensure that all new agents complete the mandatory New Member Orientation upon joining HBR.

ANNUALLY - JUNE & DECEMBER: HBR MEMBERSHIP REQUIREMENTS

- **June 1: MLS Subscription Renewal notification sent**
- **JUNE 30: MLS RENEWAL PAYMENT DUE**

- HBR** PB responsible for ensuring that all agent's payments and/or copies of DCCA Change Form releasing the agent are submitted to HBR **by June 30** to avoid late fees, suspension and/or termination: www.hcentral.com/register
- HBR** ***If there are any changes in their agent's status or addition of new agent(s) who have not yet submitted:*** PB should notate them on ***HBR's Statement of Certification Form*** and send the signed form to HBR at membership@hcentral.com.
- HBR** Verify online that all agents have paid MLS subscription renewal fees:
www.hcentral.com/register

Checklist continues on next page

ANNUALLY - Continued

- **November 1: Membership Renewal notification sent**
- **DECEMBER 31: MEMBERSHIP RENEWAL PAYMENT DUE**

HBR PB responsible for ensuring that all agent's payments and/or copies of DCCA Change Form releasing the agent are submitted to HBR **by December 31** to avoid late fees, suspension and/or termination: www.hicentral.com/register

HBR ***If there are any changes in their agent's status or addition of new agent(s) who have not yet submitted:*** PB should notate them on ***HBR's Statement of Certification Form*** and send the signed form to HBR at membership@hicentral.com.

HBR Verify online that all agents have paid HBR membership renewal dues: www.hicentral.com/register

EVERY EVEN YEAR: REAL ESTATE LICENSING REQUIREMENTS

- **By November 30: PB is responsible for ensuring the following renewals are submitted to DCCA at <https://mypvl.dcca.hawaii.gov>:**

STATE Principal Broker License Renewal

STATE Firm License Renewal

STATE Verify online that all agents have submitted their Agent License Renewal

- **REQUIRED CONTINUING EDUCATION (CE) COURSES:**

STATE Complete **20 hours** of CE credits **by November 30** as required for DCCA License Renewal (<https://mypvl.dcca.hawaii.gov>):

STATE **Core A (3 CE) - Date taken:** _____

STATE **Core B (3 CE) - Date taken:** _____

STATE **Elective (14 credits) - Dates taken:** _____

HBR Verify online that all agents have completed 20 hours of CE credits.

Checklist continues on next page

EVERY THREE YEARS: NAR MEMBERSHIP - TRAINING REQUIREMENTS

CODE OF ETHICS TRAINING:

- HBR Complete mandatory National Association of REALTORS® (NAR) Code of Ethics (COE) training course [by December 31](#) as required for REALTOR® membership
- HBR Code of Ethics - Date taken: _____
- HBR If Code of Ethics is not taken through HBR or NAR, date HBR notified:

NEW: FAIR HOUSING TRAINING - Begins January 1, 2025 (same timeline as ethics training)

- HBR Complete mandatory National Association of REALTORS® (NAR) Fair Housing training by [December 31](#) as required for REALTOR® membership. *Training may be completed through NAR's online courses or through HBR.*

Take one of these acceptable courses to fulfill Fair Housing training requirement:

- HBR [Fairhaven 2.0](#) (offered by NAR only) - Date taken: _____
- HBR At Home With Diversity (6 CE) - Date taken: _____
- HBR Bias Override: Overcoming Barriers to Fair Housing (3 CE) -
Date taken: _____